

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EMERGENCY OUTREACH BUREAU**

**VACANCY ANNOUNCEMENT
*Intermediate Typist Clerk***

The Emergency Outreach Bureau is recruiting an Intermediate Typist Clerk to provide administrative support to the Laura's Law (LL) – Assisted Outpatient Treatment (AOT) Program. The purpose and intent of Laura's Law is to identify persons with serious mental illness and a history of unwillingness to participate in treatment, and streamline access to needed mental health services and courts, enhance jail diversion efforts, and provide new hope for clients and families.

EXAMPLES OF DUTIES:

- ✚ Provide minimal information to the community regarding AOT Program
- ✚ Maintain spreadsheet of existing clients
- ✚ Process new clients into IBHIS by completing the admission bundle.
- ✚ Answer phone calls, respond and route calls to the appropriate person
- ✚ photocopying, faxing, and sorting and distributing mail and assist with maintaining records
- ✚ Timekeeping, maintain logs, order supplies etc.
- ✚ Attend staff meetings and complete meeting minutes

DESIRABLE QUALIFICATIONS:

- ✚ IBHIS electronic billing experience
- ✚ Excellent organizational skills
- ✚ Strong computer skills in the use of MS- Excel, MS-Word, Outlook.
- ✚ Excellent interpersonal, oral and written communication skills.
- ✚ Work well with multidisciplinary team.
- ✚ Ability to work independently and as a team.

Interested candidates should FAX their resume by September 15, 2015 to:

**Edna Uytingban
Emergency Outreach Bureau
550 South Vermont, 10th Floor
Los Angeles, CA 90020
Phone: (213) 738-2382
FAX: (213) 351-2490
Euytingban@dmh.lacounty.gov**